

DATED MATERIAL - OPEN IMMEDIATELY
Closing Date: November 7, 2003

FISCAL YEAR 2004

*Grant Application
for the*

**BUSINESS AND INTERNATIONAL
EDUCATION PROGRAM**

CFDA No. 84.153
OMB No. 1840-0068
Expiration Date: 06/30/2004



International Education and Graduate Programs Service
U.S. Department of Education
Washington, D.C. 20006-8521
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August 2003

Dear Applicant:

Thank you for your interest in the **Business and International Education (BIE)** program. Included in this application booklet are the program introduction, instructions and forms needed to submit a complete application package to the U.S. Department of Education.

The BIE Program provides grants up of to 24 months to institutions of higher education to internationalize the business curriculum and to conduct outreach activities that will assist the local business community in competing in the global arena. Eligible applicants are U.S. institutions of higher education that enter into agreements with trade associations or organizations to carry out the project activities. All eligible applicants must match fifty percent of the total project cost.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

Please review the Notice Inviting Applications, contained in this booklet, for the instructions concerning submission of applications and our e-Application system.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Wilbert Bryant
Deputy Assistant Secretary
for Higher Education Programs

INTRODUCTION

BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

AUTHORIZATION

Title VIB of the Higher Education Act of 1965 as amended of 1992.
Program regulations are in 34 CFR Parts 655 and 661.

PURPOSE

To increase and promote the nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for U.S. business personnel in various stages of professional development; and to promote institutional and non-institutional education and training activities that will contribute to the ability of United States business to prosper in an international economy.

ELIGIBLE APPLICANTS

Institutions of higher education that have entered into agreements with U.S. business enterprises, trade organizations, or associations engaged in international economic activity.

KEY DATES

Closing date: November 7, 2003.

Anticipated award date: March 29, 2004 (note: the award date is anticipated only; the U.S. Department of Education is not bound by anticipated dates of award).

CONTACT PERSON (S)

Tanyelle D. Richardson, Program Officer
Phone: 202-502-7626 or 202-502-7700; fax: 202-502-7859/7860; e-mail: tanyelle.richardson@ed.gov
and visit the BIE web page: www.gvsu.edu/bie.

PROGRAM DESCRIPTION / ACTIVITIES FUNDED UNDER THIS PROGRAM

AUTHORIZED ACTIVITIES. -Eligible activities to be conducted by institutions of higher education under this section shall include,

- (1) innovation and improvement in international education curricula to serve the needs of the business community, including development of new programs for nontraditional, mid-career, or part-time students;
- (2) development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;
- (3) internationalization of curricula at the junior and community college level, and at undergraduate and graduate schools of business;
- (4) development of areas studies programs and interdisciplinary international programs;
- (5) establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

- (6) research for and development of specialized teaching materials, including language materials, and facilities appropriate to business-oriented students;
- (7) establishment of student and faculty fellowships and internships for training and education in international business activities;
- (8) development of opportunities for junior business and other professional school faculty to acquire or strengthen international skills and perspectives;
- (9) development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;
- (10) the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.
- (11) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this section; and
- (12) summer institutes in international business, foreign area and other international studies designed to carry out the purposes of this section.

EXPECTED FUNDING LEVELS

Amounts are anticipated only; the U. S. Department of Education is not bound by the estimates given below:

- * Total amount available new awards: \$2,531,000
- * Approximately \$ 2,331,829 is expected to support 29 non-competing continuation awards.
- * Anticipated average award: \$ 76,938
- * Funding range: \$50,000 to \$95,000

LIMITATIONS ON USE OF FUNDS / COST-SHARING REQUIREMENTS

The applicant must contribute 50% of the total project cost. Thus, if an applicant requests \$80,000 from the federal government, the applicant must contribute \$80,000 of institutional funds to the project. The matching requirement may be cash or in-kind contributions.

D-U-N-S NUMBER

You may obtain a D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number request form. The form can be obtained via the internet at the following URL <http://www.dnb.com/dbis/aboutdb/intlduns.htm>. Duns & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

TITLE 34--EDUCATION

CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

PART 655--INTERNATIONAL EDUCATION PROGRAMS--GENERAL PROVISIONS-- -Table of Contents

Subpart A--General

Sec. 655.1 Which programs do these regulations govern?

The regulations in this part govern the administration of the following programs in international education:

(a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);

(b) The Language Resource Centers Program (section 603);

(c) The Undergraduate International Studies and Foreign Language Program (section 604);

(d) The International Research and Studies Program (section 605);
and

(e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121-1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

Subpart A--General

Sec. 655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs).

(3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

(4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.

(5) 34 CFR part 82 (New Restrictions on Lobbying).

(6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(7) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this part 655; and

(c) As appropriate, the regulations in--

- (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
 - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
 - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
 - (4) 34 CFR part 660 (International Research and Studies Program);
 - (5) 34 CFR part 661 (Business and International Education Program);
- and

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- (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121-1127; 1221e-3)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

Sec. 655.4 What definitions apply to the International Education Programs?

(a) Definitions in EDGAR. The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

Acquisition
Applicant
Application
Award
Budget
Contract
EDGAR
Equipment
Facilities
Fiscal year
Grant
Grantee
Grant period
Local educational agency
Nonprofit
Project
Project period
Private
Public
Secretary
State educational agency
Supplies

(Authority: 20 U.S.C. 1121-1127)

(b) Definitions that apply to these programs: The following definition applies to International Education Programs:

Combination of institutions of higher education means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a

public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Critical languages means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: 20 U.S.C. 1121-1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

Subpart B--What Kinds of Projects Does the Secretary Assist?

Sec. 655.10 What kinds of projects does the Secretary assist?

Subpart B of 34 CFR parts 656, 657, 658, 660, 661, and 669 describes the kinds of projects that the Secretary assists under the International Education Programs.

(Authority: 20 U.S.C. 1021-1027)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993, 64 FR 7739, Feb. 16, 1999]

Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?

Sec. 655.30 How does the Secretary evaluate an application?

The Secretary evaluates an applications for International Education Programs on the basis of--

- (a) The general criteria in Sec. 655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121-1127)

[64 FR 7739, Feb. 16, 1999]

Sec. 655.31 What general selection criteria does the Secretary use?

(a) Plan of operation. (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

- (2) The Secretary looks for information that shows--
- (i) High quality in the design of the project;
 - (ii) An effective plan of management that ensures proper and efficient administration of the project;

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- (iii) A clear description of how the objectives of the project relate to the purpose of the program;
 - (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
 - (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--
 - (A) Members of racial or ethnic minority groups;
 - (B) Women; and
 - (C) Handicapped persons.
- (b) Quality of key personnel. (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.
- (2) The Secretary looks for information that shows--
- (i) The qualifications of the project director (if one is to be used);
 - (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
 - (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
- (c) Budget and cost effectiveness. (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
- (2) The Secretary looks for information that shows--
- (i) The budget for the project is adequate to support the project activities; and
 - (ii) Costs are reasonable in relation to the objectives of the project.
- (d) Evaluation plan. (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
- (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) Adequacy of resources. (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

- (2) The Secretary looks for information that shows--
- (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

Sec. 655.32 What additional factors does the Secretary consider in making grant awards?

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).

[58 FR 32575, June 10, 1993]

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2001]

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TITLE 34--EDUCATION

CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

PART 661--BUSINESS AND INTERNATIONAL EDUCATION PROGRAM – Table of Contents

Subpart A--General

Sec. 661.1 What is the Business and International Education Program?

The Business and International Education Program is designed to promote linkages between institutions of higher education and American businesses engaged in international economic activities. The purpose of each project assisted under this part is both to enhance the international academic programs of institutions of higher education, and to provide appropriate services to the business community that will enable it to expand its capacity to sell its goods and services outside the United States.

Sec. 661.2 Who is eligible to apply for a grant under the Business and International Education Program?

Under this program the Secretary considers applications from institutions of higher education that have entered into agreements with business enterprises, trade organizations or associations engaged in international economic activity--or a combination or consortium of these enterprises, organizations or associations--for the purposes of pursuing the activities authorized under this program.

Sec. 661.3 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 661.

Sec. 661.4 What definitions apply to the Business and International Education Program?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

Applicant
Application
Award
Budget
Contract
EDGAR

Equipment
Facilities
Fiscal Year
Grant
Grantee
Nonprofit
Profit
Private
Public
Secretary
Supplies

(b) Definitions in 34 CFR part 655. The following terms used in this part are defined in 34 CFR part 655.4(b):

Combinations of institutions
Institution of higher education

Subpart B--What Kinds of Activities Does the Secretary Assist Under This Program?

Sec. 661.10 What activities does the Secretary assist under this program?

The activities that the Secretary may assist institutions of higher education to conduct under this program, include but are not limited to--

- (a) Innovation and improvement of international education curricula to serve the needs of the business community, including the development of new programs for nontraditional, mid-career, or part-time students;
- (b) Development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;
- (c) Internationalization of curricula at junior and community colleges, and at undergraduate and graduate schools of business;
- (d) Development of area studies programs and interdisciplinary international programs;
- (e) Establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

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- (f) Research for and development of teaching materials relating to international education, including language materials, and facilities appropriate to business-oriented students;
- (g) Establishment of student and faculty fellowships and internships for training and education in international business activities;
- (h) Development of opportunities for business and other professional school junior faculty to acquire or strengthen international skills and perspectives;
- (i) Development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;
- (j) The establishment of internships overseas to enable foreign language students to develop their foreign language skills and their knowledge of foreign cultures and societies;

(k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this program; and

(l) Summer institutes in international business, foreign area, and other international studies designed to carry out the purposes of this program.

Sec. 661.20 What must an application include?

An institution that applies for a grant under this program shall include the following in its application:

(a)(1) A copy of the agreement between the applicant and the other party or parties described in Sec. 661.2 for the purpose of carrying out the activities for which the applicant seeks assistance.

(2) The agreement must be signed by all parties and it must describe the manner in which the business enterprise, trade association, or organization will assist in carrying out the activities proposed in the application.

(b) An assurance that the applicant will use the funds to supplement and not to supplant activities conducted by the applicant.

Sec. 661.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a grant under this program on the basis of the criteria in Sec. 661.31.

(b) The Secretary awards up to 100 possible points for these criteria. The maximum possible points for each criterion are shown in parentheses.

Subpart D--How Does the Secretary Make a Grant?

Sec. 661.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for a grant under this program.

(a) Plan of operation. (Maximum 30 points) (See 34 CFR 655.31(a).)

(b) Qualifications of the key personnel. (Maximum 10 points) (See 34 CFR 655.31(b).)

(c) Budget and cost effectiveness. (Maximum 15 points) (See 34 CFR 655.31(c).)

(d) Evaluation plan. (Maximum 15 points) (See 34 CFR 655.31(d).)

(e) Adequacy of resources (Maximum 10 points) (See 34 CFR 655.31(e).)

(f) Need for the project. (Maximum 20 points)

The Secretary reviews each application for information that shows the need for the project, and the extent to which the proposed project will promote linkages between institutions of higher education and the business community involved in international economic activities.

Sec. 661.32 What priorities may the Secretary establish?

(a) The Secretary may each year establish priorities for funding from the activities described in Sec. 661.10.

(b) The Secretary announces any priorities in the application notice published in the Federal Register.

Subpart E--What Conditions Must be Met by a Grantee?

Sec. 661.40 What are the matching requirements?

A grantee shall pay a minimum of 50 percent of the cost of the project for each fiscal year.

(Authority: 20 U.S.C. 1130a)

TITLE VI OF THE HIGHER EDUCATION ACT

Part B - BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

FINDINGS AND PURPOSES

Sec. 611 (a) The Congress finds that-

- (1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;
- (2) concerted efforts are necessary to engage business schools, language and area study programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interest;
- (3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and
- (4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

(b) It is the purpose of this part-

- (1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and
- (2) to promote institutional and noninstitutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

- **Application for Federal Education Assistance, ED 424 and Instructions**
- **Insert link to Budget Information (ED Form 524 and Instructions)**

SEC. 613 EDUCATION AND TRAINING PROGRAMS

(a) PROGRAM AUTHORIZED.-The Secretary shall make grants to, and enter into contracts with, institutions of higher education to pay the Federal share of the cost of programs designed to promote linkages between such institutions and the American business community engaged in international economic activity. Each program assisted under this part shall both enhance the international academic programs of institutions of higher education and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

(b) AUTHORIZED ACTIVITIES.-Eligible activities to be conducted by institutions of higher education under this section shall include,

- (1) innovation and improvement in international education curricula to serve the needs of the business community, including development of new programs for nontraditional, mid-career, or part-time students;
- (2) development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;
- (3) internationalization of curricula at the junior and community college level, and at undergraduate and graduate schools of business;
- (4) development of areas studies programs and interdisciplinary international programs;
- (5) establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;
- (6) research for and development of specialized teaching materials, including language materials, and facilities appropriate to business-oriented students;
- (7) establishment of student and faculty fellowships and internships for training and education in international business activities;
- (8) development of opportunities for junior business and other professional school faculty to acquire or strengthen international skills and perspectives;

(9) development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;

(10) the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.

(11) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this section; and

(12) summer institutes in international business, foreign area and other international studies designed to carry out the purposes of this section.

(c) APPLICANTS.-No grant may be made and no contract may be entered into under the provisions of this part unless an institution of higher education submits an application at such time and in such manner as the Secretary may reasonably require. Each such application shall be accompanied by a copy of the agreement entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations or associations, for the purpose of establishing, developing, improving or expanding activities eligible for assistance under subsection (b) of this section. Each such application shall contain assurances that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by institutions of higher education described in subsection (b).

(d) FEDERAL SHARE.-The Federal share under this part for each fiscal year shall not exceed 50 per centum of the cost of such program.

SUPPLEMENTARY BUDGET INFORMATION – HOW TO COMPLETE THE BUDGET PORTION OF YOUR GRANT APPLICATION

In order to be considered for federal funding each applicant must provide the following:

- ED Form 524 Section A;
- ED Form 534 Section B; and
- A descriptive budget narrative explaining the requested federal request and cash and /or in-kind match contributions for individual cost categories.

ED FORM 524

ED Form 524 Section A is used to apply to individual U.S. Department of Education discretionary grant programs. All applicants must compete Section A.

ED Form 524 Section B is used to show matching funds from other non-Federal resources including in-kind equivalent to the project. All applicants must compete Section B.

INSTRUCTIONS TO COMPLETE ED FORM 524

Name: Enter the Name of the organization or institution in the blank space provided.

Personnel: Enter project personnel salaries and wages only. Fee and expenses for consultants should be included on line 6.

Fringe Benefits: The institutions normal fringe benefit contribution may be charged to the program. If the benefits exceed twenty-eight percent (28%), an explanation and justification must be provided. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel: Indicate the travel costs of employees and participants only. Travel of consultants, trainees, etc. should be included on line 6. Note: Include travel funds for two project staff personnel to attend the Business and International Education (BIE) Program annual project directors meeting.

Equipment : Indicate the cost of non-expendable personal property, which has a usefulness of greater than one year and acquisition cost of \$5,000 or more per unit. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies : Show all tangible personal property except that which is included on line 4.

Contractual: Include consultant travel costs and fees.

Construction : Not applicable

Other: Indicate all direct costs not covered on lines 1-6. Examples are equipment rental, required fees, communication costs, utilities, or printing costs.

Total Direct Costs : The sum of lines 1-8.

Indirect Costs : Indirect costs are limited to **eight percent (8%)** of the total direct cost base.

Training Stipends : Indicate the level of awards given to participants either in the form of stipends (non-repayable) or in the form of scholarships (repayable).

Total Cost: This should equal the sum of (total direct costs + indirect + stipends). The sum for column one, labeled Project Year 1 (a), should also be equal to item 14a on the application face sheet (ED Form 424).

Detailed Budget Narrative

Each applicant must provide a budget narrative for requested federal funds and matching contributions **for each program year**. Please limit your budget narrative to the equivalent of no more than 10 double – spaced pages, using a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The budget narrative for requested federal funds should provide the justification of how money requested per budget category is intended to be spent.

A narrative must also be provided to describe cash or in-kind match contributions per budget category. The narrative must be more than a spreadsheet. It must explain the source and expected use of federal and matching funds by budget category.

The budget narrative provides an opportunity for the applicant to identify the proposed expenditure and the amount of the proposed expenditure. There should be enough detail to enable proposal readers and project staff to understand what funds will be used for, how much will be expended, the source of funds to be expended, and the relationship between expended funds and project activities and outcomes.

REQUIREMENTS OF THE STATUTE

1. The Assurance

In accordance with the requirements of the statute, each funded project shall both enhance the international academic program of the institution and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

A statement should be included at the end of the application narrative assuring that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by the grantee institution.

2. The Agreement

The authorizing statute requires that each application be accompanied by a copy of an "Agreement" entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations, or association, for the purposes of establishing, developing, improving, or expanding activities eligible for assistance under Section 613 (b) of the statute.

Include copy(ies) of the "Agreement(s), signed by all parties to the "Agreement(s)" with this section of the application. The content of the "Agreement(s)" should provide sufficient detail to show how the assistance, (e.g. technical or monetary assistance) furthers the establishment, improvement or expansion of the eligible activities, and should describe the responsibilities incumbent upon each party to the Agreement(s)".

PERFORMANCE REPORTS

The grantee must submit an annual performance report in accordance with EDGAR 75.118 to be eligible to receive funding for the second year of their project period. The performance report should include the most current performance and financial expenditure information to date. If a recipient fails to submit a performance report that meets the requirements of 34 CFR 74.82, 75.590, 75.720 and 80.40, the Secretary may deny continued funding for the grant.

AMENDMENTS

For request for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. (EDGAR - Subpart L)

PROGRAM NARRATIVE

NEW APPLICATIONS

Provide a one page abstract of the proposed project. Include information on the principal parties to your "Agreement(s)," (see item 2.b, below), and on the activities which will be carried out under the terms of the "Agreement(s)."

Prepare the narrative statement in accordance with instructions in this Part. These instructions follow the order of the evaluative criteria which will be used by the review panelists to evaluate your application. To help them better understand the relationship between the mission of the applicant institution and the purposes of the statute, begin the narrative with a statement that describes how the project will relate to that mission. Provide a plan of operation for each year for which funding is requested. All information required by the regulations governing the program (found in Section C of this application package) should be included. The program narrative should not exceed forty (40) double spaced pages. **Page limitations will be strictly enforced (please see the closing date notice).** Supporting materials may be appended.

1. Extent of Need for the Project (Maximum 20 points)

- a. Describes how the needs outlined in Section 611 are addressed by the project.
- b. Describe how those needs were identified.
- c. Describe how your plans for institutional development and for linkages with the business community meet those needs.
- d. Describe the benefits to be gained by meeting those needs.

2. Plan of Operation (Maximum 30 points)

- a. Describe how the objectives of the project will be accomplished, and how these activities, and the activities provided for under the "Agreement", relate to the purposes of Title VI, Part B.
- b. Describe the design of the project, and the activities that will be carried out, on a week to week or month to month basis for each year for which funding is requested. All activities, including those provided for in the "Agreement," should be included.
- c. Describe how your plans for management of the project will ensure its proper and efficient administration. Include in the description the provisions for managing the activities which are provided for in the "Agreement."

- d. Describe the ways the resources and personnel will be used to support the objectives of the project, including those which may be provided for in the "Agreement."
- e. Describe how the project will provide equal access and treatment for eligible project participants who are members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

3. **Quality of Key Personnel (Maximum 10 points)**

- a. Describe the project director's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.
- b. Describe the other key personnel's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.

NOTE: Briefly describe the staff under a and b, above. As Appendix A to the Application, provide standard academic resumes of the staff, not to exceed 3 pages per person.

- c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g., members of racial and ethnic minority groups, women, handicapped persons, and the elderly) will be encouraged.

4. **Budget and Cost Effectiveness (Maximum 15 points)**

- a. Provide a detailed breakout of all project costs for each year for which Federal funding is requested. Show both the Federal and the required 50 percent non-Federal match. Explain how these costs support the project activities.
- b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.

5. **Plan of Evaluation (Maximum 15 points)**

- a. Provide a plan for evaluating the effectiveness of the project.
- b. Indicate the criteria to be used to evaluate the results of the project.
- c. Describe the kinds of data to be collected and analyzed. Will this provide an evaluation that is objective, and quantifiable?
- d. Explain the methodology that will be used to determine if the needs for which the project is designed are being met.

6. **Adequacy of Resources. (Maximum 10 points)**

Show that the facilities, equipment, supplies and other resources, including those identified by parties to the "Agreement," are adequate to carry out the activities of the project. Describe the sources and kinds of matching resources which will provide the non-Federal share of the costs for the project.

PARITY GUIDELINES BETWEEN PAPER AND ELECTRONIC APPLICATIONS:

In FY 2004, the U.S. Department of Education is continuing to expand the pilot project, which began in FY 2000, which allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-APPLICATION, formerly e-GAPS (Electronic Grant Application System), allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION visit the following address:

<http://e-grants.ed.gov>

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project continues the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department plans to expand the number of discretionary programs using the electronic peer review (e-READER) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-REPORTS) system. To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8 ½" by 11" paper.
- Leave a 1-inch margin on all sides.
- Use consistent font throughout your document. You may also use boldface type, underlining, and italics. However, please do not use colored text.
- Please use black and white, also, for illustrations, including charts, tables, graphs and pictures.

- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1 and number your pages consecutively throughout your document.

The Evaluation of Exchange, Language, International and Area Studies

On August 25, 2000, the Office of Management and Budget approved the Evaluation of Exchange, Language and Area Studies (EELIAS) electronic performance reporting system for collecting performance narratives and project data for all Title VI programs.

If your project is awarded a new FY 2004 Business and International Education (BIE) program grant, you will be required to submit your annual performance reports using EELIAS. EELIAS is designed to collect comparable performance information across Title VI programs. In addition to providing evaluation data to inform the federal strategic planning and budget processes, the performance reports assist IEGPS program officers in determining grantees' progress toward meeting the approved project objectives and whether to make continuation awards in subsequent fiscal years.

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

An original and two copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications Delivered by Mail

Applications sent by mail must be addressed to:

**U.S. Department of Education
Application Control Center
ATTENTION: BUSINESS AND INTERNATIONAL EDUCATION (BIE) PROGRAM 84.153
7th & D Streets, SW
Room 3671
Regional Office Building 3
400 Maryland Avenue, SW.
Washington, D.C. 20202-4725**

Applicants must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493.

You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

Applications Delivered by Hand/Courier Service

An application that is hand-delivered must be taken to:

**U.S. Department of Education
Application Control Center
Room 3671
Regional Office Building 3
7th & D Streets, SW.
Washington, D.C. 20202-4725**

The Application Control Center accepts deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays.

The Center accepts application deliveries must use the D Street entrance only. A person delivering an application must show identification to enter the building.

- **Assurances (Non-Construction)**
- **Certifications Regarding Lobbying, Debarment, etc.**
- **Certification Regarding Debarment, Suspension, etc.**
- **Disclosure of Lobbying Activities**

B/IE Technical Review Form

NAME OF APPLICANT:

Page

PR Number **P153A** _____
APPLICATION NUMBER
P 153A**Part I – CRITERIA PROFILE**

CRITERIA	MAXIMUM POINTS	POINTS ASSIGNED
1. Extent of Need for the Project	20	
2. Plan of Operation	30	
3. Quality of Key Personnel	10	
4. Budget & Cost Effectiveness	15	
5. Evaluation Plan	15	
6. Adequacy of Resources	10	
TOTAL POINTS	100	

Part II - SUMMARY

COMMENTS (please provide at least four statements):

CONTINUATION of Part II - SUMMARY

1. EXTENT OF NEED FOR THE PROJECT

(Maximum 20 points)

- a. How well does this project meet the needs outlined in 611 of the statute?
- b. Are the needs clearly defined? How did the applicant identify those needs?
- c. Does the applicant propose to meet those needs by improving the institution's international academic program and by developing appropriate linkages with the business community?
- d. How appropriate are the results of the proposed project in meeting the purpose of Title VI, part B?

NOT ADDRESSED 0 Points	INADEQUATE 1-6 Points	ADEQUATE 7-13 Points	GOOD TO EXCELLENT 14-20 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

2. PLAN OF OPERATION

(Maximum 30 points)

- a. To what extent do the objectives of the project, and the anticipated results, relate to the purpose of Title VI, part B?
- b. How effective is the plan of management? To what extent will it ensure proper and effective administration of the project, and result in achieving the project's objectives?
- c. How effective and appropriate are the provisions of the "Agreement"?
- d. Does the applicant plan to use its resources and personnel, and the resources and contributions provided for under the "Agreement", in an effective way to achieve programmatic goals?
- e. Are the proposed linkages with the business community, including those provided for the "Agreement", designed to accomplish the objectives of Title VI, part B?
- f. To what extent will the applicant provide equal access the treatment for members of racial and ethnic minorities, women, persons with disabilities, and the elderly?

NOT ADDRESSED 0 Points	INADEQUATE 1-10 Points	ADEQUATE 11-20 Points	GOOD TO EXCELLENT 21-30 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

3. QUALITY OF THE KEY PERSONNEL**(Maximum 10 points)**

- a. Are the experience and qualifications of the project director adequate?
- b. Are the experience and qualifications of other personnel and teaching staff adequate?
- c. Is the amount of time that each of the key persons, referred to in (a) and (b), the plans to commit to the project adequate?
- d. To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from members of groups (e.g., members of racial and ethnic minorities, women, persons with disabilities, and the elderly) that have been traditionally under-represented?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

4. BUDGET AND COST EFFECTIVENESS

(Maximum 15 points)

- a. Is the budget adequate to support the project?
- b. Are the costs reasonable in relation to the objectives of the project?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

5. PLAN OF EVALUATION	(Maximum 15 points)
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- a. How appropriate and adequate are the provisions for evaluating the effectiveness of the project?
- b. Are the criteria adequate to evaluate the results of the project?
- c. Will the evaluation be objective, and will it produce data that are quantifiable?
- d. Is the methodology adequate to determine if the needs for which the project is designed are being met?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

6. ADEQUACY OF RESOURCES

(Maximum 10 points)

- a. Do the applicant and the parties to the "Agreement" plan to devote adequate resources to the project as evidenced by the type of facilities, equipment, supplies, and other resources described in the application?
- b. Are the sources and kinds of matching resources, which provide the 50 percent of the non-Federal share of the project costs, adequate and appropriate?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

Notice to Applicants:

The Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Create a Culture of Achievement*
- Goal 2: Improve Student Achievement*
- Goal 3: Develop Safe Schools and Strong Character*
- Goal 4: Transform Education into an Evidence-based Field*
- Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education*
- Goal 6: Establish Management Excellence*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality and Access to Postsecondary and Adult Education.

What are the Performance Indicators for the International Education Programs?

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The objective and performance indicators are as follows:

- 1. Maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions.**
 - (1.1) Title VI supported institutions provide the majority of the instruction in foreign languages, especially in less commonly taught languages.
 - (1.2) Percentage of graduates of Title VI supported programs report that they found employment that utilize their language and/or area expertise.

Appendix

Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 153A, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice. PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. **DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.**

Refer to the Web Application Package page at for the link to:

- **State Single Points of Contact**

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

GUIDANCE ON SECTION 427 OF GEPA
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The purpose of this enclosure is to inform you about a new provision in the U.S. Department of Education's General Provisions Act (GEPA) that will apply to applicants for new grant awards under Department programs. This provision is section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under the Business and International Education program. All applicants must include information in their applications to address this new provision in order to receive funding.

What Does This Provision Require?

Section 427 requires that each institution applying for funds to include in its application a description of the steps the applicant proposes to take to ensure, for students, teachers, and other beneficiaries with special needs, equitable access to and participation in its Federally-assisted program.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

How Might an Applicant Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project servicing, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement *

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, DC 20202-4651.

* This burden statement applies only to GEPA section and not to the application.